

**BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON
BOARD MEETING MINUTES
April 28, 2014**

The Board of County Commissioners for Lewis County, Washington, met in regular session on Monday, April 28, 2014, at 10:00 a.m. **Commissioners F. Lee Grose, Edna J. Fund, and Bill Schulte** were in attendance. **Chairman Grose** determined a quorum, called the meeting to order and proceeded with the flag salute. **Commissioner Fund** moved to approve the minutes from the 10:00 a.m. meeting held on Monday, April 21, 2014. **Commissioner Schulte** seconded the motion.

Motion Carried 3-0

Employee Recognition

Chairman Grose recognized Jerry Bland for retiring after 22 years of service to Lewis County.

PROCLAMATION

Commissioner Schulte made a motion to approve the Proclamation Agenda item one. **Commissioner Fund** seconded the motion. **Commissioner Fund** read the Proclamation into the record.

1. Proclamation: Proclaiming the month of May 2014 as "National Missing and Exploited Children's Month" in Lewis County.

Craig Larson, 911 Manager, stated Lewis County 911 is partnering with the National Center for Missing and Exploited Children so we can help prevent and better respond to events concerning exploitation and abduction of children. Our partnership goal is to make the citizens of Lewis County partners in prevention as well. We believe this is best done through education of the public and our first responders so we can get the fastest and most efficient response possible.

Motion Carried 3-0

Commissioner Fund made a motion to approve the Proclamation Agenda item two. **Commissioner Schulte** seconded the motion. **Commissioner Fund** read the Proclamation into the record.

2. Proclamation: Proclaiming April 28 through May 3, 2014 as "Lewis County Bar and Legal Aid Week" in Lewis County.

Jennifer Groberg, Chehalis, stated Lewis County Bar and Legal Aid is celebrating 25 years of providing these civil legal services to the low-income residents of our County.

We provide our clients with information and assistance to obtain long-term solutions and stability for their families.

Motion Carried 3-0

NOTICE

Commissioner Schulte made a motion to approve the Notice Agenda items three and four. **Commissioner Fund** seconded the motion.

3. Call for Bids: For the 2014 Countywide Hot Mix Asphalt project and 2014 Countywide Misc. Safety and Guardrail project. Bids are due to the Clerk of the Board by 11:00 a.m., on Tuesday, May 14, 2014. Resolution No. 14-129

Tim Elsea, Director of Public Works, stated this contract will provide for the improvement of 3.41 miles of Pe Ell McDonald Road. Sealed bids for the 2014 Countywide Hot Mix Asphalt (HMA) project, CRP 2168C and 2014 Countywide Misc. Safety and Guardrail, CRP 2169 shall be submitted to the Clerk of the Board of Lewis County Commissioners (351 N.W. North Street, Room 210, CMS-01, Chehalis, Washington 98532), by or before 11:00 a.m. on Tuesday, May 20, 2014 and will be opened on or after 11:30 a.m. on May 20, 2014. Bids submitted after 11:00 a.m. will not be considered for this project. Contract documents will be available for viewing on Lewis County's website after the successful execution of the Bid Call.

4. Notice of Hearing: Regarding the proposed extension of a franchise to Puget Sound Energy for construction, operation and maintenance of water lines for the Jackson Prairie Gas Storage Plant. Hearing will be held on or after 10:00 a.m., on Monday, May 19, 2014 on or after 10:00 a.m. Resolution No. 14-130

A notice of hearing was given to consider extending a franchise to Puget Sound Energy for water lines for the Jackson Prairie Gas Storage Project. Lewis County entered into a 49-year Franchise Agreement with Washington Water Power Company, Washington Natural Gas Company and El Paso Natural Gas Company, dated March 15, 1965, to construct, operate, maintain, and/or replace water mains with necessary service lines on certain roads for the Jackson Prairie Gas Storage Project. The lines generally run from the plant south to the Cowlitz River.

Motion Carried 3-0

CONSENT

Commissioner Fund made a motion to approve the Consent Agenda items five through thirteen. **Commissioner Schulte** seconded the motion.

5. Resolution No. 14-131 Approval of warrants for payment.

Chairman Grose stated this Resolution approves 245 regular warrants for a total payment against the County in the amount of **\$933,578.68**.

6. Resolution No. 14-132 Approving a professional service contract with Community Action Council (CAC) of Lewis, Mason & Thurston Counties.

Danette York, Director of Health and Social Services, stated Lewis County has been requested to serve as the recipient of the 2014 CDBG Public Services Grant. The Washington State Department of Commerce is authorized by the Federal Department of Housing and Urban Development to provide funds to units of local government selected to undertake and carry out certain activities and projects under the WA State CDBG Program. Lewis County is contracting with CAC to accomplish the Scope of Work and objectives of the local CDBG project. Funding is provided from the State Department of Commerce.

Duration: July 1, 2014 – June 30, 2015

Amount: \$98,945 Total Amount of CDBG Contract
3,000 Administrative Costs to be retained by Lewis County
\$95,945 Amount subcontracted to CAC

7. Resolution No. 14-133 Closing petty cash account for Fund 623.

Becky Sisson, Budget Office, stated a \$200 petty cash account Fund 623 is held in the Fiscal office and used to make change for Vader Water customers. As of May 1, this fund will no longer account for the financial activities related to the Vader Water System and expenditures will now be paid from the new fund 420.

8. Resolution No. 14-134 Open petty cash account for Vader Water System Utility Fund 420.

Becky Sisson, Budget Office, stated the Budget/Fiscal Department will collect utility payments for Fund 420 and will need to make small change to citizens making payments. A working cash fund in the amount of \$300 would accomplish this purpose,

9. Resolution No. 14-135 Approving an updated version of the Lewis County Employee Handbook for 2014.

Daleyn Coleman, Human Resources, stated this is a revision of the Lewis County Employee Handbook. Since the last revision, October 4, 2010, there have been some changes in Federal and State laws dealing with employment issues. Furthermore, we have expanded some definitions of policies that were not mentioned in previous version. Below is a list of the issues that have been added, removed, or modified to the Handbook:

- Demotion procedure has been clarified to distinguish between voluntary vs. performance.
- Clarification on return to work from Jury Duty.
- Clarification of the Funeral Leave/Bereavement Leave provision.
- Family Medical Leave Act
- Indicate Lewis County uses a 12 month rolling calendar
- Clarification of Vacation Leave Transfer & FMLA enrollment
- List a general clause for legal reference.
- Use of any paid time off usage
- Removed the phrase "immediate family".
- Addition under Workers Compensation about Return to Work and Temporary Duty.
- Clarification of COBRA administrative fees.
- Clarification of Tuition Reimbursement
- College must be regionally accredited
- Conversion from quarter to semester provision
- Addition of a Personal recording Policy

10. Resolution No. 14-136 Approving updates and modifications to the Family Medical Leave Act Policy.

Archie Smith, Human Resources, stated the last revision to Lewis County's Family Medical Leave Policy was made in February 2002. This update is to address policy changes and issues that arisen over the course of time. The following are changes that were made to the old travel policy:

- Add Military Exigency Leave
- Military Care Giver Leave
- Placed into policy past practice for enrollment

11. Resolution No. 14-137 Amending the Rural Arterial Program Project Agreement for Construction Proposal CRP-1937, King Road Rehabilitation.

Tim Elsea, Director of Public Works, stated Amendment No. 3 will add language to the existing Project Agreement that revises the project limits from mileposts 8.41-10.55 to mileposts 8.34-10.54, and the project length from 2.14 miles to 2.20 miles per CRAB Board approval, and as authorized under WAC 136-165-030. Amendment No. 3 extends the project limits to allow for realignment of Boistfort Winlock Road where it intersects with King Road. The current intersection alignment is a skewed angle and does not meet American Association of State Highway and Transportation Officials (AASHTO) design standards. By moving the beginning milepost of the project to 8.34 it allows the intersection alignment to be constructed at the desired design standard of 90 degrees.

12. Resolution No. 14-138 Selection of the consultant for the 2014-2016 on-call structural engineering services.

Tim Elsea, Director of Public Works, Pursuant to On-Call Roster Resolution 14-042 requirements, the ten firms on the consultant roster listed for the Structural Engineering Services category with bridge experience were sent the email request for proposal on February 26, 2014. Of the ten firms contacted, one submitted a proposal; BergerABAM. A review of the proposal was conducted by Tim Fife and Don Carney and it was determined that BergerABAM was qualified to perform the necessary tasks outlined in the request for proposal. This contract is up to the amount of \$300,000.00 and expires December 31, 2016. The scope of services includes: inspections, load ratings, assessments, design and other structural evaluations as requested by Lewis County. The contract will be task assignment oriented.

13. Resolution No. 14-139 Bid award for the material purchase for the Hwy 603 Stabilization Project.

Tim Elsea, Director of Public Works, stated this contract provides for the purchase of culvert pipe and storm sewer pipe for the Hwy 603 Stabilization project, CRP 2144 which is planned for construction in 2015. A Call for Bids was made on March 31, 2014. The project was advertised for two consecutive weeks in the East County Journal and the Daily Journals of Commerce (Seattle and Portland). The project was also listed on Lewis County's website. Public Works received one responsive bid for this project on April 15, 2014. H.D. Fowler Co., Inc. provided the lowest responsive bid of \$169,560.99 for Schedule A and \$3,550.93 for Schedule B for a total bid of \$173,111.92 (including applicable taxes). The Engineer's Estimate for this project was \$325,837.36. The lowest responsive bid is below the Engineer's Estimate by 47%. Public Works staff recommends acceptance of the low bid provided by H.D. Fowler Co., Inc.

Motion Carried 3-0

HEARING

Hearing: CDBG Grant Application

Commissioner Grose announced the hearing and went over the procedures. He asked staff for a report.

Danette York, Director of Health and Social Services, stated there are Community Development Block Grant Handouts available at the front of the room. There is a fact sheet and the citizen requirement form and are available in both English and Spanish. Lewis County has submitted an application to be recipient of the 2014 Community Development Block Grant (CDBG) Public Services Grant through a contract with the Department of Commerce. The total grant award is \$98,945 and of that total \$3000 will be retain by Lewis County to cover administrative costs. Lewis County will subcontract with the Lewis, Mason, and Thurston Community Action Council for the remaining

\$95,945. Funds from this CDBG Public Services Grant will be used to provide services to low and moderate income in Lewis and Mason Counties. In previous years the funding was used for Lewis, Mason, and Thurston Counties but two years ago Thurston reached the threshold where they are an entitlement county and no longer eligible for these funds.

Chairman Grose asked if anyone would like to speak and there were none. He closed the question-and-answer period and opened the formal hearing

Danette York asked that her previous comments be adopted into the record.

Chairman Grose asked if anyone would like to speak and there were none. He closed the formal hearing.

HEARING: Approval of Open Space Designations

Commissioner Grose announced the hearing and went over the procedures. He asked staff for a report.

Dianne Dorey, Lewis County Assessor, stated on March 6, 2014 the Public Benefit Rating System met to discuss six applications for open space. Four of the six applicants were given a 40% reduction, one was given a 50% reduction, and one was given an 80% reduction. Conservation of land is the most common reason for a person to apply for this program.

Commissioner Schulte asked if there was any particulars on the TransAlta piece.

Ms. Dorey stated the TransAlta piece is part of the land being mitigated and will keep in a natural state.

Commissioner Schulte asked if this was part of the mitigation bank and stated they sell the credits for \$200,000 per acres and they get a tax break as well?

Ms. Dorey stated this is a unique parcel. The Department of Revenue Assesses all of TransAlta as a State Assessed Utility. This is giving the property a designation. That land value is distributed differently because it is based on one parcel.

Ron Averill, Centralia, asked if any of the properties are farm and agriculture.

Ms. Dorey stated yes, five of the parcels are Farm and Agriculture Conservation.

Ron Averill stated is there a time limit on this?

Ms. Dorey stated a year ago Department of Revenue recommended that we could make it a ten-year period before they would have to return into normal commercial farming.

Ron Averill asked what happens when you give a break to one person in an area?

Ms. Dorey stated as in any other exemption, other people in the area pay more to offset the exemption. It is a tax shift.

Chairman Grose asked if anyone would like to speak and there were none. He closed the question-and-answer period and opened the formal hearing.

Dianne Dorey asked that her previous comments be adopted into the record.

Chairman Grose asked if anyone would like to speak and there were none. He closed the formal hearing.

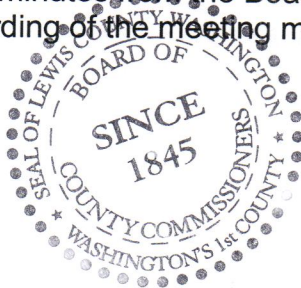
Commissioner Schulte moved to approve Resolution 14-140. Commissioner Fund seconded the motion.

Resolution 14-140 Approval of Open Space Designation and Assessed Value Reduction for Properties and Property Owners.

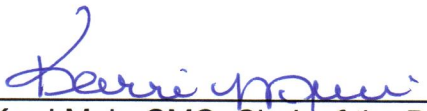
Motion Carried 3-0

There being no further business, the Commissioners' public meeting adjourned at 10:36 a.m. on April 28, 2014. The next public meeting will be held Monday, May 5, 2014.

Please note that minutes from the Board of County Commissioners' meetings are not verbatim. A recording of the meeting may be purchased at the Commissioners' office.



ATTEST:


Karri Muir, CMC, Clerk of the Board
Lewis County Commissioners

BOARD OF COUNTY COMMISSIONERS
LEWIS COUNTY, WASHINGTON


F. Lee Grose, Chairman


Edna J. Fund, Commissioner


P.W. Schulte, Commissioner